





### **Tara Glover**

**E-filing Project Manager** 

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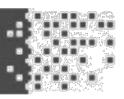
### **Joan Nairn**

**MDEC Program Manager** 

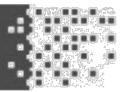




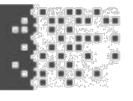
# MDEC Strategy



# eFiling Overview



# Training Information

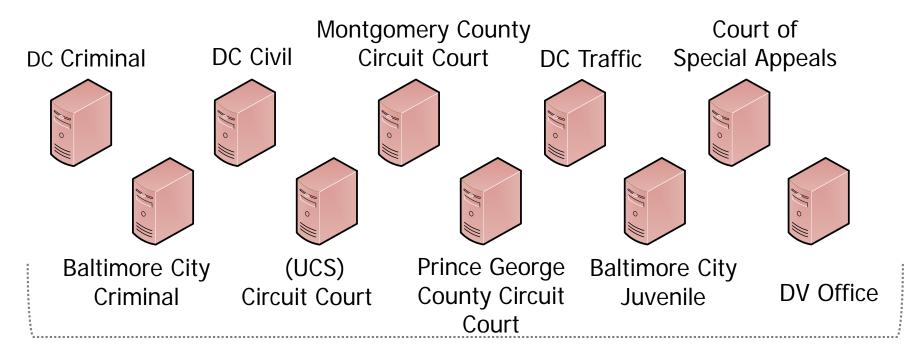




# MDEC



# Interesting MDEC Facts



MDEC

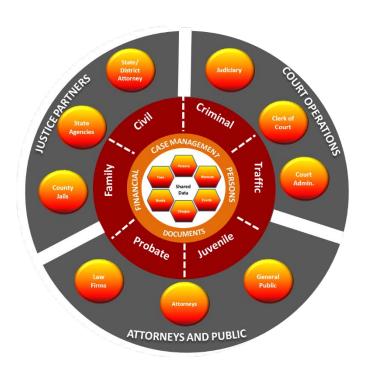


Single Integrated System across all 4 levels of courts (District, Circuit, Court of Appeals and Court of Special Appeals)





### **Multi-perspective product strategy**



Functionality addresses a 360-degree view of business needs:

- Court operations
- Public and attorney services
- Justice partner integration

# MDEC Strategy



eFiling Overview







# MDEC



# **Expected Improvements**









Improve Customer Service More
Efficient
Court
Operations

Saves Money

**Saves Time** 

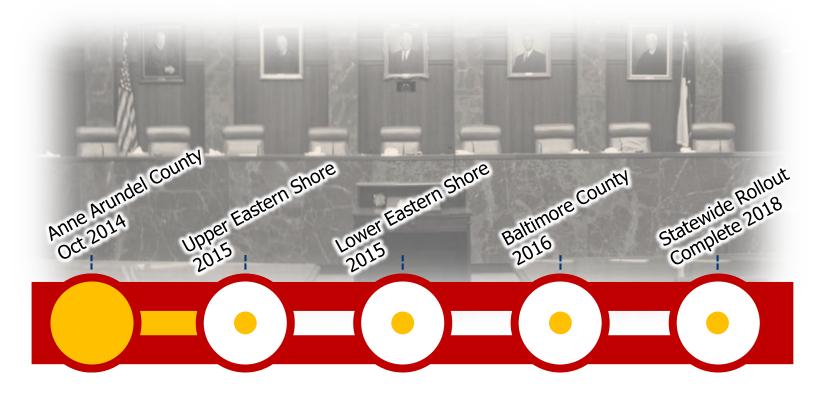
"Since Mandatory eFiling with eFileTexas.gov, we now process all incoming files the same day. This has never happened in the 18 years I have been the Chief Deputy clerk of Harris County." Ed Johnson, Harris County Chief Deputy Clerk\*

\*Harris County is the 3rd most populous county in US. (Houston, TX)





# eFiling Mandate



Title 20 (Electronic Filing and Case Management)

http://www.mdcourts.gov/rules/rodocs/ro176.pdf





# **County Status**

### **Summary**

- Anne Arundel County –
   Pilot 10/14/2014
- Upper Eastern Shore mandatory during 2015
- Lower Eastern Shore mandatory during 2015

#### Legend

Mandatory - Oct 14,2014

JUDICIARY ==

Upper Eastern Shore Group 1 mandatory near 2015

Upper Eastern Shore Group 2 mandatory near 2015

Lower Eastern Shore Group 1 mandatory near 2015

Lower Eastern Shore Group 2 mandatory near 2015





# Requirements to eFile



- Supported Browsers:
  - Internet Explorer 7 or above
  - Firefox
  - MS Silverlight Plug-in
- Connection Requirements:
  - High-speed Internet connection recommended
- Screen Resolution:
  - 1024x768 or better
- Recommended Scanner Settings:
  - DPI 200-300
  - Black and White
  - OCR enabled







# Requirements to eFile





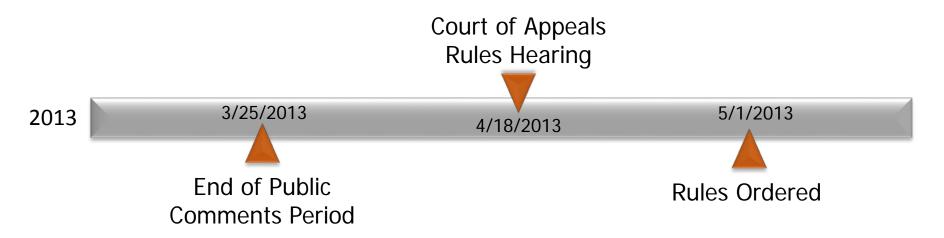




- Supported Credit Card Types
  - Visa
  - MasterCard
  - Discover
  - America Express
- PCI Security Compliance (Payment Card Industry)
- Credit Cards only charged on Acceptance of filings – preauthorization's will happen at time of submission
- Credit Card Convenience fees will be assessed in addition to the court fees (3.5%)



# Statewide eFiling Rules



Rule 20-106	Requirement for Mandatory eFiling
Rule 20-107	Definition Electronic Signatures
Rule 20-109	Electronic Access to Records
Rule 20-201	Requirements for eFiling
Rule 20-203	Clerk Review of eFilings
Rule 20-301	Definition of Official Record







# Rejection Reasons

# Unsigned Document

- 113. The facts outlined in the preceding paragraphs add to the continuing violations of due process and other laws and Constitutional protections and entitlements by various Judges and members of Courthouse staff.

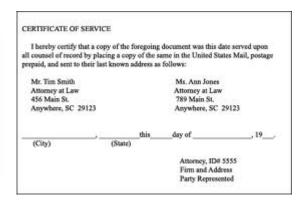
  FURTHER affiant sayeth not.

  Without Prejudice U.C.C. 1-207

  J. Andrew Rice
  - Typographical Signature"/s/ John Smith"
  - Digital Signature
  - Facsimile Signature

Rule 20-107

# Missing Certificate of Service



- Non-electronic Service
- Electronic Service

Rule 20-205

# Missing Certificate of Redaction



- Redacted Pleadings
- Non-redacted pleadings
   also must include
   redacted versions

Rule 20-201



### **MDEC**



### **MDEC Information**



### **Summary**

- Central portal for MDEC efiling news and information
- Planned and Unplanned Outage Information
- Information on certified EFSP's
- Links to pertinent State web sites



# **E-filing Mechanics**

Client Protection Fund Number

eFiling - Registration

**New Case Filings** 

Subsequent Case Filings



### Client Protection Fund Number

eFiling - Registration

New Case Filings

Subsequent Case Filings







### **MDEC Attorney Codes Application**

### Client Protection Fund Number = Attorney Number

mdcourts.gov	Portal to Court Records
Portal Home   Case Search   Es	tate Search   Judgments/Liens   Login   FAQ   Help   MDEC Attorney Codes
Forgotten CPF#	
Please provide us with the following information. C	nce verified, we will display CPF lookup list for you to verify your information from the list.
Enter 2 digits year admitted to the bar*	97
Enter 2 digits month admitted to the bar*	12
Enter 2 digits day of the month admitted to the bar(optional)	
Enter last name*	Smith
	Search
Select CPF ID LAST	NAME FIRST NAME
No Records	
	Continue

Jportal.mdcourts.gov Select MDEC Attorney Codes





### Client Protection Fund Number

eFiling - Registration

**New Case Filings** 

Subsequent Case Filings

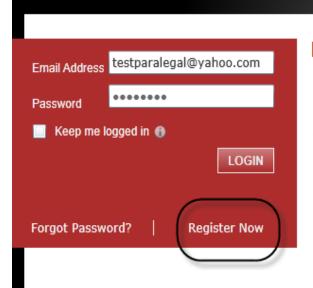






### State eFiling Portal - Registration





#### MESSAGE OF THE DAY

Maryland Stage Site

Site is not monitored.

#### Odyssey File & Serve Registration

#### Step 1 of 4

#### I want to Register as a

Firm Administrator

Each firm must have a designated person to administer the E-Filing system. The Administrator will register the firm and be responsible for setting up and maintaining all users, credit card accounts, and attorneys at the firm.

User with an Existing Firm

Your firm has already been registered with the E-Filing system. You must know your firm ID and have been given permission to set up your account by your Firm Administrator. The Firm ID serves as the common identifier for all users within your firm.

O An Independent User

You are a single user, not associated with or represented by a law firm.

All required fields are indicated by an "\*". There is no registration fee for Odyssey File & Serve.

Cancel

Next





User Informat	tion
First Name*	Legal MI
Last Name*	Eagle
Email Address*	attorney1@comcast.net
Verify Email Address*	attorney1@comcast.net
	Your password is case sensitive and must be at least six characters.
Password*	•••••
Verify Password*	•••••
	✓ Attorney
I am also an Attorney	Attorney Number* (i)
	20140202
	and answer pair which will allow you to restore your password, should you forget specific question that can only be answered by you. Example: High School Masco
Security Question*	my favorite car
Security Answer*	mustang



### MDEC



# Registration Confirmation



File & Serve new user activation

#### no-reply@tylerhost.net

To Me

You have been registered with Odyssey File & Serve. Please click on the link below to activate your account.

Activate Account



Click on the link to confirm the account

If the link above is not accessible, copy this URL into your browser's address bar to view the document: http://maryland-stage.tylerhost.net/ActivateAccount.aspx?id=86d381d8-79ab-41b5-ba58-2f403eb75038&oid=OFS3TEST&cid=MDSTAGE

This message was automatically generated using Odyssey File & Serve; do not reply to this email.

Should you need technical assistance, please call (800) 297-5377.

Reply, Reply All or Forward | More





### My Account Settings

Case Number





**NEW CASE** 

Go Advanced Search



Change Password

Manage Notifications

Preferences

#### **Email Notifications:**

Select the email notifications that you wish to receive.

- ✓ Filing Accepted
- Filing Rejected
- Filing Submitted
- ✓ Service Undeliverable
- ✓ Filing Submission Failed
- ✓ Filing Receipted

Save



Client Protection Fund Number

eFiling - Registration

New Case Filings

Subsequent Case Filings



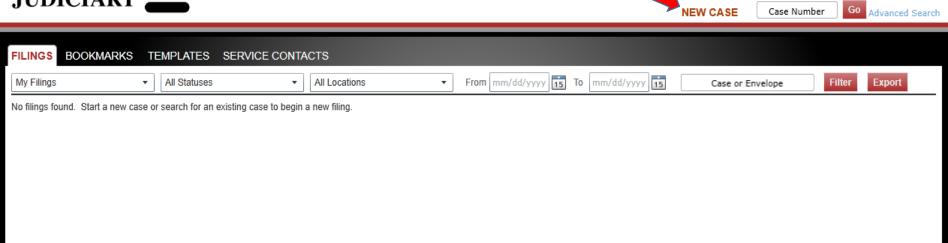


### Starting a New Case



WORKSPACE MY ACCOUNT HELP ABOUT LOGOUT Welcome Paralegal Test







### New Case - Case Information

Anne Arundel Circuit Court - Contract - Debt



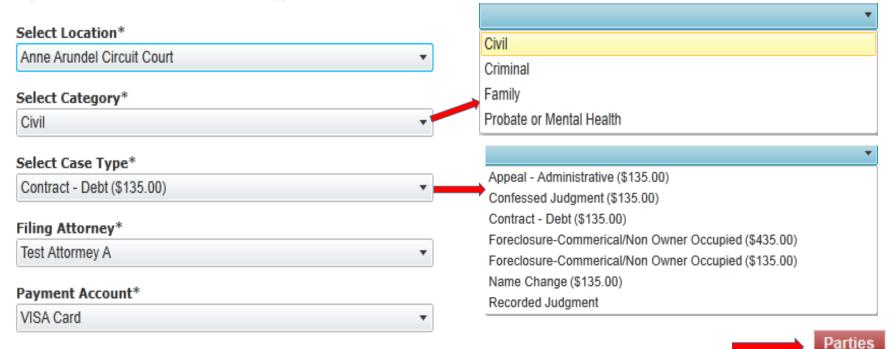






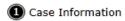
#### Enter the Details for the New Case

Required fields are bold and have an asterisk (\*).





### New Case – Party Information





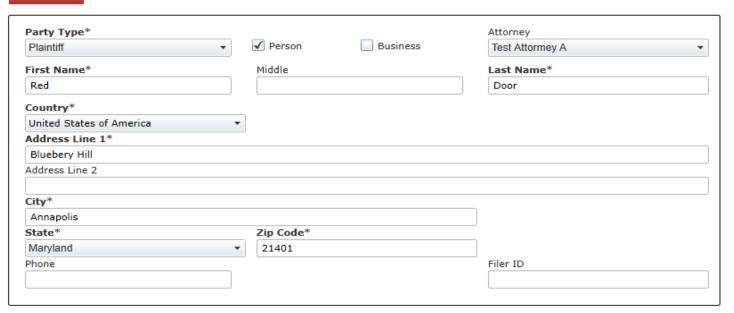




#### Enter the Details for the Parties Involved in this Case

ed Door	Test Attormey A
reen Door	

#### ADD PARTY





Filings





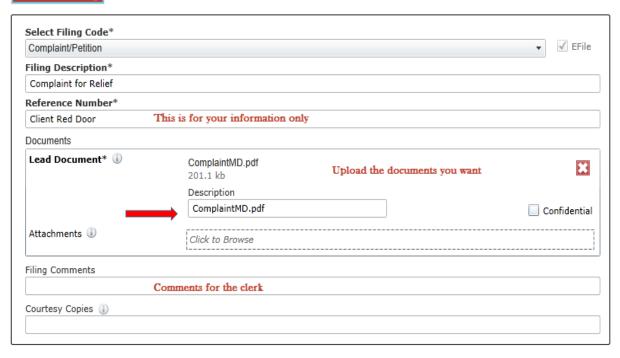
### New Case – Filing Details

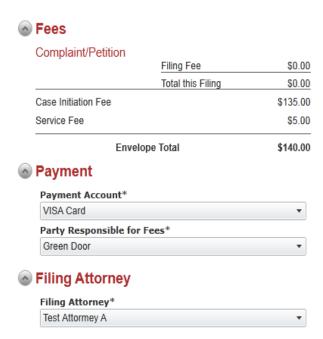
Anne Arundel Circuit Court - Contract - Debt

Case Information	Parties	Filings	Summary
------------------	---------	---------	---------

#### **Enter Filing Details**

#### Add Another Filing





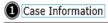






### New Case – Summary Page

Anne Arundel Circuit Court - Contract - Debt









#### **Envelope and Filing Summary**

#### **Case Information**

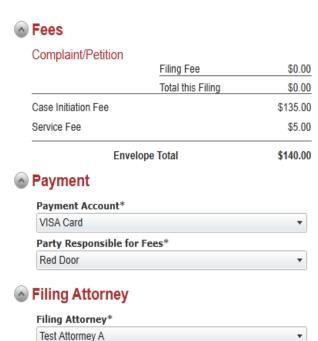
Location: Case Category: Case Type: Anne Arundel Circuit Court

Civil Contract - Debt Filing Attorney: Payment Account: Test Attormey A VISA Card Edit

Date	Filed:

Parties			Edit		
	Party Type	Name	Address	Phone	Attorney
	Plaintiff	Red Door	Blueberry Hill Annapolis, MD 21401		Test Attormey A
	Defendant	Green Door			

lings				Edit
Filing Code		Filing Description	Reference Number	Filing Type
Complaint/Petition		Complaint for Relief	Client Red Door	EFile
Lead Document	File Name		Status	Confidential
	ComplaintMD.pdf		Ok	No

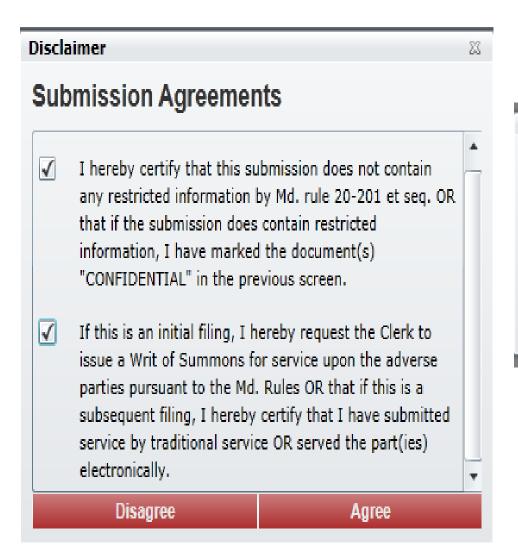


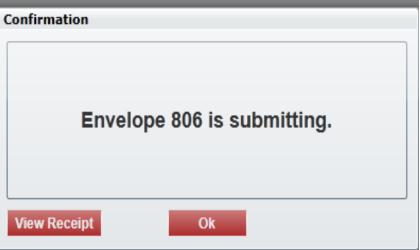
Submit





### New Case - Disclaimer









### Rejections



Complaint/Petition My Filir

Filing Type **EFile** Filing Code Complaint/Petition Filing Description Complaint for Relief Reference Number Client Red Door Comments

**Preliminary Copies** 

Status Rejected

Fees

Court Fee \$0.00 Filing & Service Fee \$0.00

Cas

Enι

Enve

Stat

Reje

Enve Stat Acce

**Rejection Information** 

Rejection Reason	Date / Time	Rejection Comment
No Signature	07/30/2014 11:20 AM	

#### **Documents**

Lead Document ComplaintMD.pdf [Original] 205,997 bytes

Attachments

ails

# MDEC MARYLAND ELECTRONIC COURTS

### Stamped Document

E-FILED

CIRCUIT COURT FOR ANNE ARUNDEL COUNTY
ROBERT P. DUCKWORTH

7/30/2014 9:31:43 AM

Complaint/Petition

Filing Type EFile

Filing Code Complaint/Petition
Filing Description Complaint for Relief
Reference Number Client Red Door

Comments

**Preliminary Copies** 

Status Accepted

Accepted Date 07/30/2014 9:35:18 AM

Fees

Court Fee \$0.00 Filing & Service Fee \$0.00

**Documents** 

Lead Document ComplaintMD.pdf [Original] [Transmitted]

Attachments

Stamped Document View Stamped Document

Baltimore, MD 21201 Defendant Case No. C-02-CV-14-000315

#### **COMPLAINT**





Client Protection Fund Number

eFiling - Registration

New Case Filings

Subsequent Case Filings



### **MDEC**

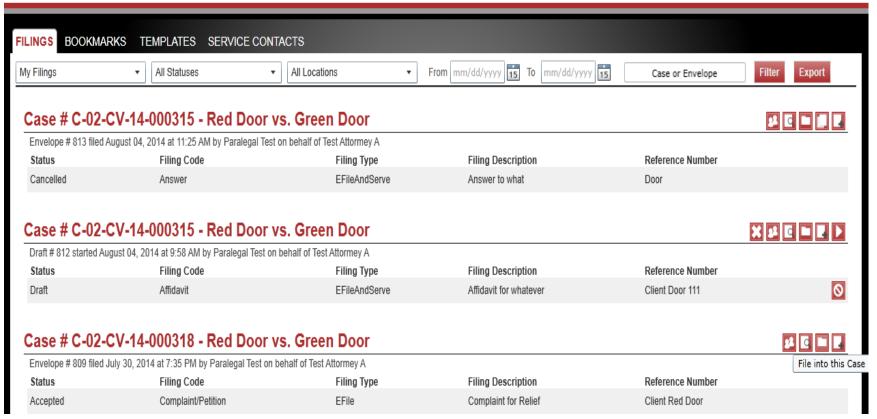


### Filing into an Existing Case



WORKSPACE MY ACCOUNT HELP ABOUT LOGOUT Welcome Paralegal Test



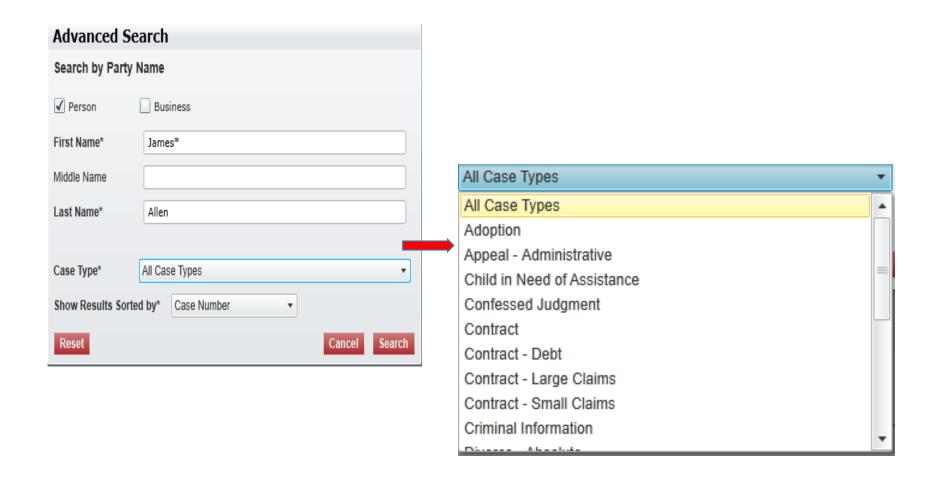








# Searching for an Existing Case









### Filing into an Existing Case



WORKSPACE MY ACCOUNT HELP ABOUT LOGOUT / Welcome Paralegal Test

Go Advanced Search **NEW CASE** Case Number Searching for: As: Party Name Description Case Type Actions **Case Number** Location Anne Arundel Circuit Court James Allen vs. Willie Thompson C-02-CV-14-000173 Start a new subsequent filing for this case Anne Arundel Circuit Court James Allen vs. Bill Thomas C-02-CV-14-000175 Contract - Debt Confessed Judgment Anne Arundel Circuit Court C-02-CV-14-000184 Anne Arundel Circuit Court John Smith vs. James Allen C-02-CV-14-000189 Contract - Debt James Allen vs. Debbie Smith C-02-CV-14-000193 Anne Arundel Circuit Court Contract - Debt



### Reviewing Case Information

Case C-02-CV-14-000175 James Allen vs. Bill Thomas Anne Arundel Circuit Court - Contract - Debt







#### Enter the Details for the Parties Involved in this Case

Required fields are bold and have an asterisk (\*).

Party Type	Name	Attorney	
Plaintiff	James Allen	Billy Jones	
Defendant	Bill Thomas		
		'	

#### ADD PARTY

Party Type: Plaintiff

Party Name: James Allen

Attorney

Billy Jones



# MDEC Strategy













# Tutorial Videos - On Demand



Training Manuals— On Demand



Live Webinars – Fixed Dates/Times

Webinar Training Starts 9/15/2015









### **Tara Glover**

E-filing Project Manager <a href="mailto:efilinginfo@mdcourts.gov">efilinginfo@mdcourts.gov</a>

